



Giridhara Gopalan .M

Sri MadhuraNivas
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Bangalore-560016
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Career Objectives

"Challenging & progressive career with an Organization.
Where the combination of my knowledge along with my creative thinking. Zest to work with a team and getting things done would contribute to the organization's goal achievements and my growth.

Qualification: B A (ECONOMICS)
Diploma in Labour Law & Personnel Management

A competent professional with 25 years of experience in HR, personnel and Administration.

EMPLOYMENT PROFILE

Company : B Fouress Private Limited
Designation: Dy. Manager - HR & Administration
Duration : From April 2013 to Till Date....

Induction & Joining Activities:

- Plan, organize and conduct induction programmed, devise the orientation plan for the new joiners.
- Complete the joining formalities i.e. collect the required documents, creation of ID number for attendance, Follow up for creation of Trackwise, Electronic Signature & Compliance Wire ID for individual employees (Training Software), arrangement of pre-employment Medical test & Finger Print formalities, coordinating with HSE department for providing safety training for new joiners & assign mentor as per the respective department wise.

Attendance, Payroll & Salary Administration:

- Generate the attendance reports by online system for the salary process.
- Processing payroll Providing salary inputs to the finance team for disbursement of monthly salary
- Generating pay slip & Maintaining statistics and other relevant data related to salaries.

Statutory compliances:

- Having adequate knowledge about Department of Factories rules Minimum wages act , KSPBB , , ESIC, EPF, PT, Bonus Calculation-Form C & D, Annual senses, Statutory filling, Gratuity calculation, calculating leave encashment etc.,
- Maintaining all the statutory record and submitting the return without delay.
- KSPCB, STP monitoring and Hazardous waste management report submission to KSPCB.
- Ensuring submission of regular statutory returns to the Govt Departments & keeping the all mandatory registers updated.

Policy Formulation and implementation

Ensured effective implementation of policies and ethics for aligning HR with core business.

Implementing various formats and policies as standard process within the organization.

HR Administration & Welfare:

- Conducting departmental classroom training Programmes on revised policies & modules.
- Handling Visitors & giving presentation on company & SMT concept
- Offer & appointment release, confirmation letters to probationer employees & department wise appraisal ratings.
- Preparing center organization chart.
- Owning the budget of HR dept. and monitoring the expenses of HR within the budget.
- Employee engagement activities- Birthday celebration, sports day, Monthly performance meeting, Reward & Recognition etc.
- Employee grievance handling- Organizing Open house & HVAT meeting maintains the confidentiality of the grievance which is discussed in the meeting. The management & committee members will review the grievance forms & take the necessary action.

Full & Final Settlement and Exit Process:

- Conducting exit interview process for resigned, quit employees. Coordinate & manage the Full & Final Settlement with the help of finance division and sending circular to other departments at the time of relieving of an employee.

Facility & Estate Management

- Vendor management which is related to security & housekeeping.
- Welfare activities- Monitoring occupational health center activities, medicine stock, first aid box, anti-sexual harassment committee, grievance handling committee & health & safety committee.
- Medical insurance & PF loan- Med claim insuring handling & PF loan processing
- Exit formalities- Conducting exit interviews to avoid attrition rate, clearing dues & relieving letter.

Travel Management

- Business conferences, Service apartments and guest house bookings.
- Coordinating with other country travel desk for invitations for employees travel
- Handling domestic travel procedures.

- Processing ticketing after receiving the proper approvals
- Processing overseas insurance policies /hotel bookings for clients and employees
- Maintaining travel expense reports
- Visa processing and coordination

Company : VST Tillers Tractors Limited
Designation: Senior Officer - HR & Administration
Duration : From January, 2006 to March, 2013

Statutory Compliance

- To Ensure effective implementation of all statutory compliances like ESIC, PF, KSPCB, Department of Factories , monthly return and Annual return submission and maintaining the record.
- Lesioning with Govt Authorities, KSPCB, KIADB, Police, , Labour department .
- Contract labour attendance checking and passing the bill.
- Annual return of contract labour act submission.

Housekeeping Activities:

- Coordinating & Supervising of Environmental activities
- Job allocation
- Mail Administration
- Food & Beverages ordering & coordination.
- Interaction with vendors and housekeeping supervisor to keep a daily check on the manpower deployment.
- Procurement of the housekeeping materials and handling the stock of the same.
- Monitoring the cleanliness of premises - soft cleaning/deep cleaning(weekly)/external cleaning(quarterly)
- Processing the housekeeping monthly bill in compliance statutory checks.

Security Administration:

- Routine interaction with the agency and security supervisor and a daily check on security arrangements / deployment.
- Frequent meetings with the area manager to evaluate the efficiency of the security management.
- Daily monitoring of the records maintained by the security.
- Processing the security agency monthly bill in compliance statutory checks.
- Monitoring the CCTV

Cafeteria & Pantry Management:

- Identification and evaluation of good caterers and suppliers
- Arrangement of lunch to employees
- Arrangement of pantry snacks and refreshments
- Monitoring the quality of food supplied
- Interactions with food committee team and conduct meetings periodically
- Inspecting the Kitchen monthly basis without intimation to the vendor

Building Maintenance and Landscaping:

- Interaction with landscaping agency and keep a daily check on environment of the premises
- Coordination with pest control agency to carry out the pest control treatment on regular basis
- Processing the Gardening monthly bills

Purchase Management:

- Price negotiation with vendors & evaluate
- Maintaining approved vendor list
- Vendors finalizations within authorization limit
- Maintaining the PO files
- Processing the bills for payment
- Procure the necessary items like Stationary items, Crockery items, House Keeping materials, Printing etc. and inventory control of the same

Computer Knowledge

HR Package : Navision Financials & ICSOFT& Relyon software

Payroll Package : Pay II Pro/FOLKFORE/DELPHI/ ICSOFT/ REYLON

Attendance package : SJS / DIVYA/ ICSOFT / Matrix

Professional Experience

S.No	Company Name	Designation	Duration
1	M/S. L & T – ECC GROUP	On contract	1987-1989
2	M/S.BEVEL GEARS INDIA PVT LTD	Assistant- P & A	1990-2000
3	M/S.DISA INDIA LIMITED	Officer-Admin	2001-2003
4	M/S. BIZPROUT CORPORATE SOLUTION PVT LTD	Asst.Manager-Payroll	2003-2006

Father's name MATHURESAN. K(late)

Date of birth 14th October 1966

Marital status Married

Languages known Tamil, English, Hindi & Kannada

Present Salary Rs.11.25,700/- Pa. (CTC)

Expected salary Rs.12.0 lachs.

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(Giridhara Gopalan. M)